COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

The purpose of this instruction is to provide a systematic reporting procedure that will enable commanders and supervisors to identify, track and resolve anticipated or actual problem areas. This systematic system identifies the utilization of a computer based self-inspection tracking system (SITS) located on the LAN server and an effective communication process through command channels to ensure compliance of Common Core Criteria elements. Computer technology will be used to provide immediate update information to commanders, supervisors and Self-Inspection Monitors. This instruction helps to implement and sets guidelines in accordance with AFPD 90-2, *Inspector General-The Inspection Program.*

1. Responsibilities:

1.1. Commanders, supervisors and designated Self-Inspection Monitors are responsible for the overall management of the Self-Inspection Program and ensuring compliance with this Instruction.

1.2. The 927th Wing Commander will appoint in writing a primary and alternate 927th Self-Inspection Monitor. The Operations Group, Logistics Group, Support Group and Medical Squadron Commanders appoint primary and alternate Self-Inspection Monitors to assist the designated monitors within their assigned group. Squadron commanders appoint primary and alternate Self-Inspection Monitors for each work center under their control.

2. Procedures:

2.1. Annual self-inspections will be performed during the month of October or as directed.

2.2. Discrepancies will be identified and entered into the automated Self-Inspection Tracking System (SITS) to document, track and ensure closure of identified discrepancies.

2.3. Automation of all program requirements is encouraged.

2.4. As a back-up, wing and group appointed Self-Inspection Monitors are required to maintain a self-inspection logbook. This logbook can be hard copy or disk but must be accessible for review by monitors and available in the advent that the LAN system is down. The logbook contains the following:

2.4.1. Section I**.** Appointment letters.

2.4.2. Section II**.** Self-Inspection or Commanders Common-Core or Unit Compliance Inspection (UCI) Checklists as applicable to the Self-Inspection Monitor's level of responsibility.

2.4.3. Section III**.** An audit trail of all open discrepancies until closure. This should include follow-up date, current status, OPR and estimated completion date.

2.4.4. Section IV**.** Previous inspection reports, UCI, Operational Readiness Inspection (ORI), or a numbered Air Force (NAF) Staff Assistance Visit (SAV) or excerpts as applicable to the Self-Inspection Monitor's level of responsibility.

2.4.5. Section V. Copies of Crossfeed Newsletters, excerpts or reports of other unit's UCI reports as applicable to the Self-Inspection Monitor's level of responsibility. Benchmarking data may be filed in this section.

2.4.6. Section VI**.** List of current Special Interest Items (SII) and complete SII instruction or checklist that applies directly to Self-Inspection Monitor's responsibility.

2.5. Processes identified during SAV's will be sent to Group Monitors as crossfeed information

3. Requirements:

3.1. The Wing Self-Inspection Program Monitor will:

3.1.1. Ensure the Self-Inspection Program meets directive compliance and communicates changes or unique inspection program elements.

3.1.2. Ensure each Group establishes an effective process for tracking and closure of discrepancies identified by internally developed checklists, NAF Staff Assistance Visits, ORI's, Air Force Reserve Command (AFRC) Unit Compliance Inspections and Special Interest Items (SIIs).

3.1.3. Ensure that each group monitor receives and has established a process for ensuring that IG Crossfeed, NAF SAV reports and SII's are being reviewed for compliance by the squadron, flight, or work center monitors.

3.1.4. Communicate through the use of e-mail or other fast media providing data as to changes or unique program elements or related information on the AFRC IG Web Pages.

3.1.5. Upon completion of annual self-inspections, conduct a meeting with the Self-Inspection Monitors to determine if program objectives are being met. Brief the commander as required for findings requiring senior management involvement.

3.1.6. Appoint primary program manager for automated suspense Self-Inspection Tracking System computer program (SITS).

3.2. Group Self-Inspection Monitors will:

3.2.1. Provide group appointment letter to the Wing Self-Inspection Monitor.

3.2.2. Maintain the group's self-inspection logbook IAW the procedures outlined in paragraph 2.4. of this instruction.

3.2.3. Notify the appropriate group commander of discrepancies identified by subordinate organizations, which require assistance.

3.2.4. Communicate through the use of e-mail and other fast media items such as IG Crossfeed Newsletters and associated benchmarking information to all Squadron and Work Center Self-Inspection Monitors.

3.2.5. Group monitors will maintain a list of Sq./Flt./Section monitors.

3.3. Squadron, Flight, or Work Center Self-Inspection Monitors will:

3.3.1. Notify the appropriate squadron commander or superintendent of discrepancies identified by subordinate work centers which require management assistance.

3.3.2. Maintain a self-inspection logbook or automated system which contains checklists, SIIs and discrepancy log. Submit any changes/revisions to the Group Self-Inspection Monitor.

3.4. Primary Program Manager will:

3.4.1. Ensure the automated suspense Self-Inspection Tracking System (SITS) meets compliance as directed by the 927th Wing Inspection Program Monitor.

3.4.2. Provide training and assistance as requested by a group, squadron, flight, or work center monitor.

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